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FILE

Training - 3

DD/S 69-3201

14 JUL 1969

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training
Chief, Support Services Staff/DDS

SUBJECT : Support Directorate Problem Solving Seminars

REFERENCE : Memo fr DD/S dtd 11 June 69 to All Office Heads
Subject: Support Directorate Seminar

25X1 1. I have reviewed the problems proposed for use in our Problem Solving Seminar Program and wish to compliment you on your excellent selection of topics. From your many suggestions I have selected the following topics for consideration, in the order shown, in the initial Seminars -- the first of which I would like to schedule for 24 August 1969

A. How can new Support requirements be met under increased budget and personnel control? This problem, though submitted by the Office of Communications, is not to be considered in terms of an Office of Communications problem alone but in terms of the impact that these restrictions have on the Support Directorate as a whole. The topic is particularly timely in light of the 10 per cent reduction in personnel with which we are faced as a result of a recent Presidential Directive.

B. Should opportunities for interoffice assignments be increased? A significant contribution can be made by a group of our careerists addressing themselves to this problem which was submitted by the Office of Personnel. Indeed, the Support Directorate has a problem in finding qualified officers even down to the GS-13 level for

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generalist-type assignments. I want to see a positive approach to the problem; that is, a Seminar Study which would result in the development of a plan/program for interoffice assignments. I believe that an organized program of interoffice assignments might "break the ice" and provide a reservoir of officers with some generalist background knowledge plus additional expertise in a given field.

C. What kind of midcareer training should be given to employees not qualified for the Midcareer Executive Development Course (MEDC)? I think this OTR submission is well deserving of attention because in our preoccupation with the CT Program, MEDC, and other programs for those specially selected for development, there has been a tendency to overlook a great number of personnel who are the backbone of our day-to-day operations and whose performance could be measurably improved by their inclusion in other training options which are available.

2. As I have noted, the first Seminar will be scheduled for 24 August and, assuming we can hold to that date, I would propose that the second Seminar begin 14 September and the third 5 October. In preparation for these Seminars, I would ask that the Offices of Communications, Personnel and Training begin the necessary implementation of the procedures outlined in the referent memorandum.

3. With respect to the participants in the above noted Seminars, I would ask that each of the Support Directorate Offices forward their nominations (principal and alternate) to the DD/S Training Officer to be received not later than 25 July 1969. Nominees should be in the grades noted below:

August Seminar -
September Seminar
October Seminar

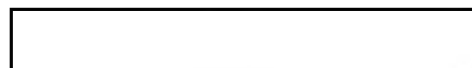


-15's 14-19 Sept
-14's 5-10 Oct
-13's 19-24 Oct

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4. I would ask that the Office of Training, as the coordinator for this Seminar Program, be prepared to brief me one week in advance of the scheduled Seminar dates on all arrangements, including my briefing of the Seminar participants, which have been made for the conduct of the program.

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R. D. Dammann
Deputy Director
for Support

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